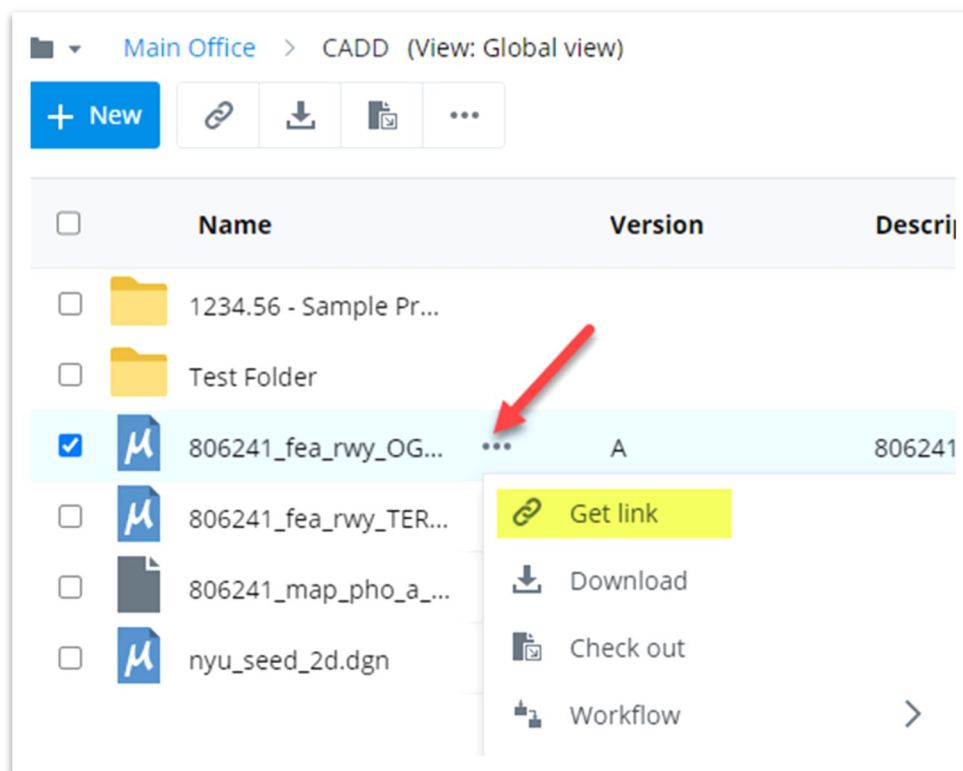


ProjectWise Web User Guide for Creating Document Links

This document assumes that you are already familiar with NYSDOT's ProjectWise Web environment. If you need additional guidance please refer to *ProjectWise Web - User Guide for Accessing NYSDOT's ProjectWise System*.

Bentley's new ProjectWise Web is a significant departure from the previous V8i version. The process for creating document links is a bit different but offers some flexibility for sharing links with different types of users.

Once you have browsed in ProjectWise Web to the document you want to get a link for, click on the ellipsis, then on "Get Link".

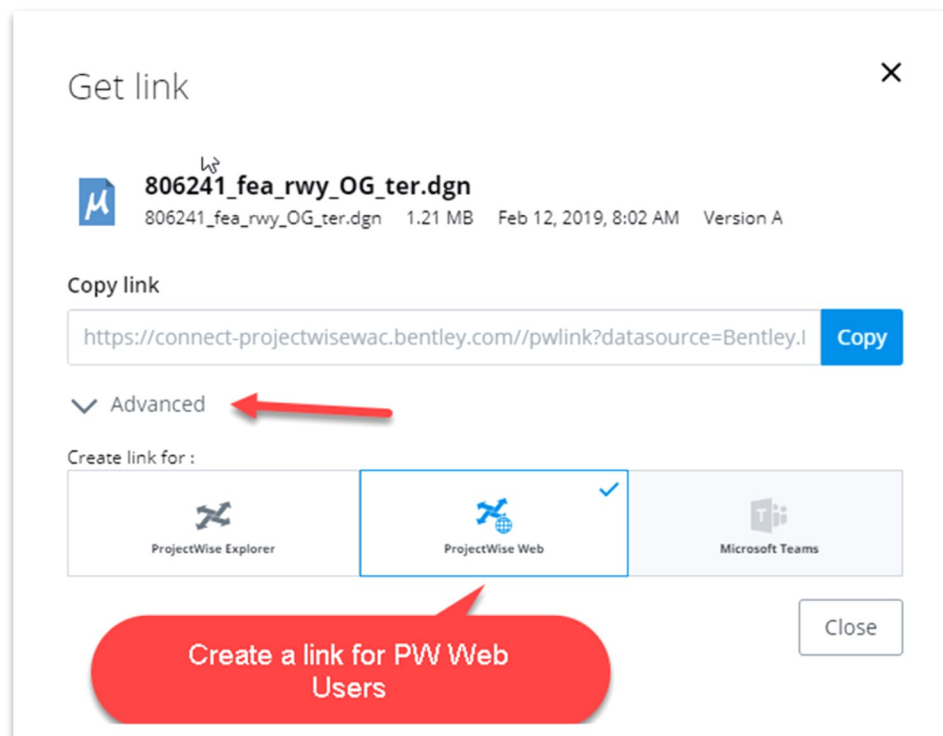


If this link is for personal use, or for others accessing it also through ProjectWise Web, just click copy and you are all done. However, there is an additional option if you want to share the link with internal NYSDOT users.

Creating Document Links

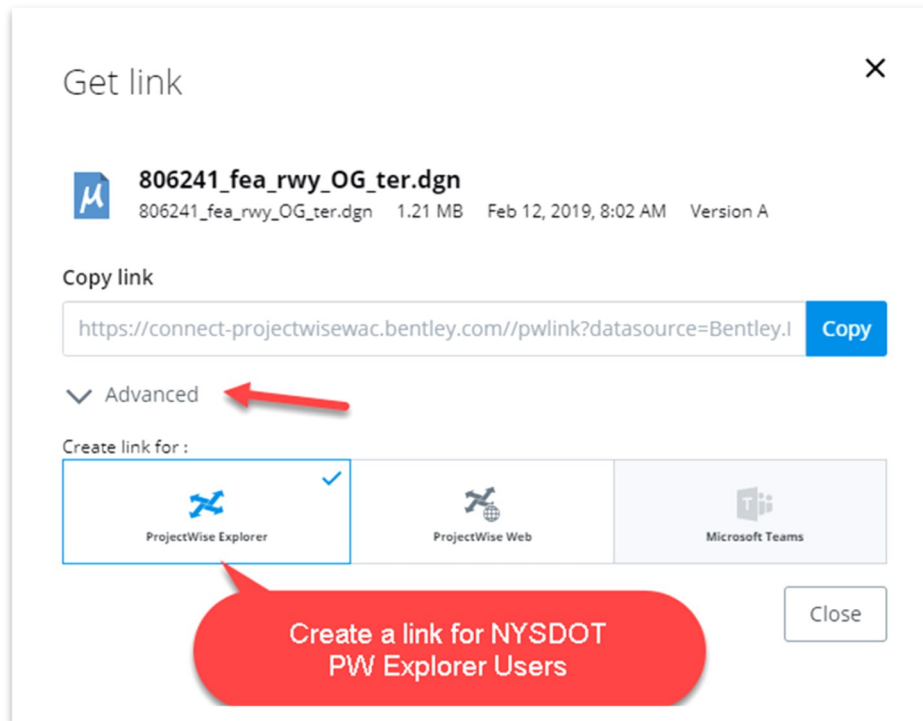
Expand the “Advanced” pulldown and you have the following two choices (Teams is optional depending on your organization):

1. Create a link for ProjectWise Web users:



Creating Document Links

2. Create a link for ProjectWise Explorer users (internal NYSDOT users only):



For NYSDOT ProjectWise Explorer users, the first time they open one of these links they are asked to always allow links of this type to be opened. Select the checkbox, then click "ProjectWise Explorer"

Advanced Tip:

If you have received a link of the wrong type, (e.g. you have a web link but want to open it in ProjectWise Explorer) you can simply edit the hyperlink and change the last three characters from "web" to "pwe", or vice versa. Save the link and you are good to go!